

Federal Grant Asset Redistribution Application

The State Charter Schools Commission of Georgia



Applicant School Name:

Applicant Contact Address:

Table of Contents

A. Purpose	1
B. Applicants	1
C. Application Contents	2
D. Application Technical Requirements	2
E. Deadline	3
F. Required Attachments	3
Federal Grant Redistribution Application Cover Pages	4
Systematic Alien Verification for Entitlements (SAVE) Affidavit	6
Federal Grant Asset Redistribution Narrative	7
Federal Grant Asset Redistribution Item Request Sheets	8

A. Purpose

Pursuant to federal regulations (34 C.F.R. § 74.34) the State Charter Schools Commission of Georgia (SCSC) on behalf of the Georgia Department of Education (GaDOE) must redistribute assets purchased by Heritage Preparatory Academy Charter School using federal Charter School Program (CSP) grant funding following the school's closure at the conclusion of the 2014 Fiscal Year. This application process is designed to ensure that the assets are distributed in the manner most prudent with regard to the academic and financial needs of Georgia's public charter schools.

B. Applicants

This application is only for charter schools that are operating in Georgia in the 2014-2015 school year or have a charter approved by the State Board of Education to operate in the 2015-2016 school year by the application deadline. This includes state charter schools authorized by the SCSC and charter schools authorized by local boards of education and the State Board of Education. All eligible charter schools are encouraged to apply, however, assets will be redistributed to schools in the following priorities:

1. State charter schools that received a charter after June 2014¹;
2. Locally-approved charter schools that received a charter after June 2014;
3. State charter schools with current or past CSP award;
4. Locally-approved charter schools that received a past CSP award; and
5. Any other charter schools in Georgia.

Assets will be distributed based on the above priorities and need as established by the applicant in this application. The SCSC will evaluate an applicant's need based on the length of the school's operation, plans for addition or expansion of the school, and other resources available to the school. In the event two schools from the same priority request the same assets, the school that receives a higher score on the grant evaluation rubric for that category of assets will receive the award. Schools will receive separate scores for each category of items requested as each category of item requires a distinct narrative.

Applicants that are awarded assets will be responsible for taking delivery and transporting awarded assets at its own risk and cost.

¹ The State Board of Education awarded the final CSP funds in June 2014. Any school receiving a charter after April 2014 has not had the opportunity to apply for federal CSP funding.

C. Application Contents

A charter school that is applying for assets under this program must submit **ONE original** in paper format of all the materials listed below. Applicants must also submit electronic copies of **ALL** documents in .pdf format. Additionally, documents followed by an asterisk (*) must be also submitted in Microsoft Word format and documents followed by a caret (^) must be also submitted in Microsoft Excel format. All electronic materials must be submitted on one single USB drive or CD/DVD and accompany the paper submissions. Email submissions will not be accepted.

- ☐ **Completed Cover Pages (see Section F – Required Attachments)***
- ☐ **Systematic Alien Verification for Entitlements (SAVE) Affidavit (see Section F – Required Attachments)**
- ☐ **Federal Grant Asset Redistribution Narrative (see Section F – Required Attachments)***
- ☐ **Item Request Spreadsheets (see Section F – Required Attachments)^**

The SCSC may decline to redistribute assets to applicants who fail to include all required documents. Only the application and requested documents will be considered.

Applications will not be returned. Please keep a copy for your records. Additionally, please note that all applications submitted to the SCSC are subject to the Georgia Open Records Act.

D. Application Technical Requirements

Applications submitted to the SCSC must adhere to all of the following form requirements:

- All pages must be consecutively numbered in the document footer;
- All pages must include the charter school name in the document header;
- The Federal Grant Asset Redistribution Narrative does not exceed two single-spaced typed pages with a font no smaller than 11 point Times New Roman and margins no smaller than one inch on all sides;
- All appendices are tabbed and clearly labeled;
- Electronic documents are clearly identified in the document title; and
- All documents, when signatures are required, are signed in **blue ink**. Stamped signatures will not be accepted.

The SCSC may decline to redistribute assets to applicants who fail to adhere to these requirements.

E. Deadline

The application package must be **physically received** no later than **4:00 PM May 15, 2015**. Applications received after that deadline will not be considered. Electronic and faxed applications packages will not be considered.

All application packages must be mailed or hand-delivered to the following address:

State Charter Schools Commission
1470B Twin Towers East
205 Jesse Hill Jr., Drive, SE
Atlanta, Georgia 30334

It is the responsibility of the sender to ensure and verify that the application package, in its entirety, is **received** by the deadline. Due to periodic disruptions in normal mail delivery, the use of an alternative method (e.g., a commercial carrier such as Federal Express or UPS, U.S. Postal Service Express mail, a courier service or personal delivery) to deliver application packages is **strongly** encouraged. The SCSC may decline to redistribute assets to applicants who fail to establish that the application package was received by the deadline.

F. Required Attachments

The following attachments must be included in any application package submitted to the SCSC. The SCSC may decline to redistribute assets to applicants who fail if any attachment is changed or altered.

(Application continued on following page.)

**STATE CHARTER SCHOOLS COMMISSION
FEDERAL GRANT REDISTRIBUTION APPLICATION COVER PAGES**

Part I. Charter School Information

Name of the Charter School: _____

Check the ONE box most applicable to the school:

- ☐ State charter school that opened after June 2014 (Date Opened: _____);
- ☐ Locally-approved charter schools that opened after June 2014 (Date Opened: _____);
- ☐ State charter school with a current or past CSP award (Award Date of Most Recent CSP Award: _____);
- ☐ Locally-approved charter school with a current or past CSP award (Award Date of Most Recent CSP Award: _____); and
- ☐ Another type of charter school in Georgia.

Charter School's Opening School Year: _____ **Last School Year of the Current Charter:** _____

Grades Currently Served: _____ **Grades to be Served by the End of the Current Charter:** _____

Grades or Programs Added in the 2013-2014 School Year:

Grades or Programs to be Added in the 2014-2015 School Year:

Grades or Programs to be Added in the 2015-2016 School Year:

Part II. Applicant Contact Information

Applicants must designate one individual to serve as the contact for official communications. Please note that this information may be requested and provided pursuant to the Georgia Open Records Act. Applicants should avoid listing personal numbers and email addresses whenever possible.

Name: _____ **Title:** _____

Physical Address: _____ **Phone Number:** _____

Fax Number: _____

Email Address: _____

Part III. Assurances and Signatures

All assurances must be initialed in blue ink by the chairperson of the charter school's governing board. The charter school leader and chairperson must sign below the final assurance in blue ink to further indicate understanding and agreement to the requirements of governing a state charter school.

- _____ 1. The Charter School will utilize any assets received under this program in accordance with all applicable federal and state laws and regulations, including, but not limited to, 34 C.F.R. Part 74 and 2 C.F.R. Part 200.
- _____ 2. The Charter School will not dispose of any assets received under this program unless the disposition is in accordance with all applicable federal and state laws and regulations, including, but not limited to, 34 C.F.R. Part 74 and 2 C.F.R. Part 200.

- _____ 3. The Charter School currently meets the federal definition of a charter school codified by 20 U.S.C. § 7221i(1) and further explained in [nonregulatory guidance issued by the United States Department of Education issued in January 2014](#).
- _____ 4. Through at least the 2015-2016 school year, the Charter School will continue to meet the federal definition of a charter school codified by 20 U.S.C. § 7221i(1) and further explained in [nonregulatory guidance issued by the United States Department of Education issued in January 2014](#).
- _____ 5. The Charter School's programs, services, and activities operate and will continue to operate in accordance with the terms of the charter and all applicable federal, state, and local laws, rules, and regulations.
- _____ 6. I understand that failure to abide by these assurances will result in corrective action by the SCSC, Georgia Department of Education, or State Board of Education, which may include, but are not limited to, the forfeiture of assets distributed through this program or the Charter School's repayment of unallowable costs.

These assurances are agreed to by:

Charter Applicant or School Leader

Date

Governing Board Chairperson

Date

STATE CHARTER SCHOOLS COMMISSION
SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) AFFIDAVIT

Georgia law, O.C.G.A. § 50-36-1(e)(2), requires all applicants for a public benefit to complete the following affidavit and provide a copy of a secure and verifiable document with the application for a public benefit. The term “public benefit” is defined very broadly by the law. Accordingly, this form must be **fully** completed by the charter school’s governing board chair and the form must accompany the application. A list of secure and verifiable documents is available through the Office of the Attorney General [here](#).

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a federal grant assets, as referenced in O.C.G.A. § 50-36-1, from the State Charter Schools Commission, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20___

NOTARY PUBLIC
My Commission Expires:

STATE CHARTER SCHOOLS COMMISSION FEDERAL GRANT ASSET REDISTRIBUTION NARRATIVE

Please provide one written narrative for each category of items requested. For example, if a school is requesting items from a Furniture Request Sheet and the Technology Request Sheet, the school will submit one narrative for all requested Furniture and one narrative for all requested Technology. Each narrative should address each topic discussed below. Each narrative must be limited to 2 single-spaced pages, utilizing a font no smaller than 11-point Times New Roman and margins no smaller than one (1) inch on all sides.

1. Statement of Need – Briefly explain the reasons, including academic and financial needs, your school has and why you are requesting the items. If applicable, please address how receipt of the items would affect your current grant's budget.
2. Goals and Objectives – Briefly explain what you intend to accomplish as a result of having been awarded the item(s). If applicable, include information regarding how the item(s) will help you fulfill the mission and vision statements in your approved charter.
3. Methods and Strategies – Briefly explain the method(s) by which the item(s) will be integrated into your school's program to achieve the above goals and objectives.

**STATE CHARTER SCHOOLS COMMISSION
FEDERAL GRANT ASSET REDISTRIBUTION ITEM REQUEST SHEETS**

Item Request Sheets that list the items available through this Federal Grant Asset Redistribution Program are available on the SCSC website [here](#). To request items, please place the number of items the school requests in the “Number Requested by Applicant” column. Do not place a number next to an item that is not being requested. Print a hard copy of the complete Item Request Sheet for each Item Request Sheet that contains an item requested by the applicant and include that copy with the application submission. An electronic version in Microsoft Excel format of each Item Request Sheet that contains an item requested by the applicant must be included on the USB drive or CD/DVD that accompanies the application submission. The file name must include the applicant charter school’s name and should clearly and accurately reflect the file contents (e.g. “Item Request Sheet – Technology – Friendly Neighborhood Charter Academy”).